

25 June 1956

June 1956

MEMORANDUM FOR THE RECORD

MEMORANDUM FOR THE RECORD

SUBJECT: Report on Overtime Work and Leave Taken

SUBJECT: Report on Overtime Work and Leave Taken

The attached report and analysis of it indicate that the present administrative policies in OBI are sound and should be continued. Certain observations respecting the individual items in the attached report follow:

25X1A9a

a) Overtime. I concur in [REDACTED] comments with further observation that the small overtime percentage reflects careful surveillance by the Division Chiefs against misuse and careful work allocation and planning.

b) Annual Leave. It is desirable that employees utilize as much as possible of their annual leave during the current year. This is reflected in the relatively high hours per employee per pay period indicated for OBI and should continue to be encouraged in the future.

c) Sick Leave. I conclude nothing significant from the figures, except that other offices seem to be healthier than ours.

25X1A9a

DOCUMENT NO. _____
NO CHANGE TO CLASS _____
☒ DECLASSIFIED
CLASS. CHANGED BY _____
NEXT REVIEW DATE _____
AUTH: _____
DATE: _____

*Copy to
to BCC*